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ABSTRACT

This study determined readability levels of 149 selected free or inexpensive career-education publications from a list in the "Educator's Index of Free Materials." Analyses based on the Dale-Chall readability formula indicated that the majority of the materials were written at the college level. An extensive appendix summarizes the content and readability level of each of the pamphlets studied. (AA)

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A STUDY OF THE READABILITY LEVELS OF CAREER EDUCATION PAMPHLETS

BEST COPY AVAILABLE

by

Barbara Mitchell

and

Evelyn Parker

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Barbara Mitchell

Evelyn Parker

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Study Directed

by

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Associate Professor of Education

Submitted in partial fulfillment of the requirements
for Introduction to Research P503
in the School of Education
Indiana University at
South Bend
April, 1975

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CHAPTER I

INTRODUCTION

One of today's trends in the secondary school social studies program is to include career education information. One approach to this would be to make use of free and inexpensive materials pamphlets related to the various kinds of occupations. With this objective in mind, the materials available needed to be reviewed to determine the readability levels of these professionally published materials.

Statement of the Problem

The purpose of the study was to determine the readability level of selected free and inexpensive career education publications from a list contained in the Educator's Index of Free Materials, edited by Charles R. DuVall, Ph.D. and Wayne J. Krepel, Ed.D. The Dale-Chall Readability Formula was used on the materials.

Importance of the Study

Many classroom teachers make use of free and inexpensive materials. These materials are readily available, yet all published materials do not always fit the needs of the people they are designed to serve. Since the reading level of these materials is undetermined, their exact usefulness can be determined only after their readability level is known.

Definitions of Terms

The following terms were used throughout the study. A brief definition of these terms are given here for the reader's convenience.

Career Education. "Career education simply says that every student should be aware of all sorts of career options." (Ottina:85)

Free and Inexpensive Materials. "Materials available at no cost to the teacher, or at a cost that only included postage. These materials could have been obtained from either commercial business or governmental agencies." (DuVall:)

Readability. "..the quality of a piece of reading matter that makes it interesting and understandable to those for whom it is written, at whatever level of educational experience." (Good:471)

Readability Formula. "..a technique for determining the difficulty of reading materials, generally taking into account vocabulary and sentence length, although additional aspects are included in different formulas." (Good:471)

Readability Formula, Dale-Chall. "a formula devised by Edgar Dale and Jeanne Chall which measures readability in terms of number of easy words and number of simple sentences in a given unit of reading material." (Good:472)

Limitations of the Study

This study has been limited to one readability formula, the Dale-Chall Readability Formula. This formula measures only one aspect of difficulty. The use of another type of formula in addition to the Dale-Chall Formula might have given more reliable results.

Another limitation was the necessity of the cut off date of March 10, 1975, for the receipt of the pamphlets in order for the study to be completed within the allotted time.

Human error in counting, collecting and evaluating by the two researchers must be included as a limitation.

Organization of Remainder of Study

The remainder of the study is organized into four parts. Chapter two is a review of the literature in the areas of readability and career education. Chapter three presents the design of the study and chapter four presents the data and analysis. Chapter five includes the summary, findings and conclusions. The appendix contains an analysis of each pamphlet with the raw data and readability grade levels as obtained using the Dale-Chall Readability Formula.

CHAPTER II

REVIEW OF LITERATURE

Historical Aspects of Readability

Readability seems to have been a concern of people since language has been recorded in written symbols. According to Irving Lorge, as far back as 900 A.D. the Talmudists did idea and word counts "so that they could use frequency of occurance to distinguish usual from unusual meanings." (Klare:29)

Readability soon became the concern of educators. A study of the elements of difficulty concerned with children's readings began several centuries ago. The vocabulary of the McGuffey Reader was used to aid in understanding of the written word. (Klare:30) Interest in readability increased after the publication of the graded series by McGuffey. (Betts:439)

In 1889 Rubakin, a Russian educator, compiled a list of 1500 words which indicated a growing interest in the need for appropriate leveled vocabulary even at an early date. The word count was constructed by F. W. Kaeding, a German, provided a more scientific base for relating vocabulary foundation. This was done in 1898. (Klare:30)

Investigations during the 1920's contributed vocabulary counts, identified additional hygenic factors, such as eye movements, promoted interest in the semantic basis of

readability, provided substantial clues to interest factors which influenced children's choices, opened up a new area on the sociology of reading, and laid the foundations for predicting readability by means of regression equation, or formula. (Betts:439)

The Teachers Word Book was published in 1921 from the results taken from Thorndike word counts. This provided the base for the first readability formula by Lively and Pressy in 1923. (Klare:30) Later, the Vogel-Washborne Grade Placement Formula in 1928 tried to predict difficulty on the basis of observable variables such as the type of sentence. This pattern was followed in 1929 by Lawerenze, in 1933 by Ojemann, in 1934 by Dale and Tyler, in 1935 by Gray and Leary, in 1939 by Lorge, in 1943 by Flesch, and in 1948 by Dale and Chall. (Readability...:88)

Klare identified 31 readability formulas developed between 1925 and 1959. He also found ten variations of existing formulas during this time. He identified four general periods of development:

1. The development of the early formula 1921-1934.
2. The development of the detailed formula 1934-1938.
3. The development of the efficient formula 1938-1953.
4. The development of the specialized formula 1953-1958.

Klare also identifies three elements that makes a book readable:

1. To indicate legibility of either handwriting or typography.

2. To indicate ease of reading due to either the interest value or pleasantness of writing.
3. To indicate ease of understanding or comprehension due to style or writing. (Klare:1)

The basic research in readability has been mainly concerned with finding objective methods of estimating the difficulty of printed material. Chall lists three kinds of studies:

1. Quantitative (characterized by readability formulas).
2. Survey of expert and reader opinion.
3. Experimental. (Chall:94)

The quantitative applies mostly to the educational situation. They sought to find a formula which could be applied to sample passages to give an estimation of the difficulty of the material. It is possible to find the reading ease in this manner without testing the material on the readers themselves. (Chall:94)

In analyzing the samples the two most commonly used were vocabulary load and sentence structure. These seem to be the easiest to measure and possibly the most reliable.

All measures of readability use vocabulary load as one predictor--for example, such factors as the number of words, the percentage of infrequent and uncommon words or polysyllabic words; words with affixes, proportion of abstract words and the like. (Hildreth:374)

Most readability formulas make use of standard word-frequency lists, such as Thorndike Teacher's Word Book or word lists derived from it. Most methods use one or more measures of sentence structure or style in estimating

readability. For example, the percentage of prepositional phrases or indetermined clauses, the number of simple sentences, and the average sentence length are considered. (Klare:35)

Klare lists the following readability formulas and classifies them as:

1. Most accurate: Dale-Chall
2. Fastest to apply: Farr-Jenkins-Paterson simplification of the Flesch Reading East Formula
3. Most popular: Flesch Reading Ease Formula
4. Formula for measuring abstraction level: Flesch Reading Ease Formula
5. Formula for noncontextual materials: Forbes Cottles Formula (Klare:23)

These formulas have been widely accepted as accurate measures of readability. More recent studies have searched for a wider use in the elementary grades and are taking into account the growing vocabulary of today's young people.

Validity of Readability Formulas

Validity, the factor that requires a measuring device to measure what it is designed to measure, is the most important of the characteristics a readability formula must possess. If shortcomings are found in the sampling procedure or reliability of the analyst, compensations can be made. But, if a formula does not measure readability adequately there is little that can be done since it is easier to add samples to be measured than it is to add a few factors to a formula. (Klare:111)

Chall said that evidence of the validity of readability formulas comes from three sources: (1) the original standardization used in developing the formula, (2) cross-validation studies, and (3) experimental validation studies. (Chall:69) None of this validity data gives enough information when considered alone.

In the more recent readability formulas the standard for developing the formula has been a set of graded test passages with the number of occurrences of a particular style factor being related to the scores. The relationship has not often been given as a correlation. No formula has been found to perfectly account for all variations in the given passages. Recent formulas probably have a maximum correlation of around .70 which means that about 50% of the variation in criterion in readability has been predicted by the formula. (Klare:112-114)

Cross-validation studies have been made to compare the extent that scores obtained from two or more formulas agree with each other. (Klare:111) Chall stated that the formulas group reading materials into broad levels of difficulty. Some of the formulas appear to be better predictors of relative difficulty than others for certain types of materials. She reported that the Flesch and Dale-Chall formulas intended to establish similar grade levels. When used to evaluate the materials of intermediate grade difficulty, the Lorge averaged well within the one grade of the other

formulas, but above the seventh grade the Lorge formula gave considerably lower grade predictions than the other two formulas. (Chall:10)

Klare examined a number of experimental validation studies in which formulas scores were compared against an outside or independent criterion of readability. The overall results were predominately positive indication that reading efficiency may be increased by the use of more readable material. (Klare:155)

Reliability of Readability Formulas

The major concern with any measuring device is the achievement of a satisfactory measurement. (Klare:101) To be considered reliable the measurement must be relatively consistent. There is a dual problem of reliability in readability measurement since it involves both the analyst and the sampling. Two types of questions must be considered. The first being: Do two or more analysts get nearly the same results with the same method? And secondly: Do two or more samplings from a selection give substantially the same results. (Klare:101)

Taken from a series of sampling studies, Klare noted that no single sample size can be considered best in all situations. Basic rules for increasing the sample include: 1) when a count of the number of different words or percentage of words in a given frequency group is made, 2) when a highly

accurate measure is desired, 3) when application time is not a matter of great concern. (Klare:106)

Chall recognizes that, so far, only stylistic elements have been measured reliably and have been included in readability formulas. The distinguished four elements of style: vocabulary load, idea density, sentence structure, and human interest. She considers vocabulary load to be the greatest in importance. (Chall:95)

No formula is foolproof nor a perfect predictor even under the most favorable sampling conditions. Humans are not perfect analysts, and any errors they make contribute to prediction error. (Klare:106)

Limitations of the Formulas

There has been found to be limitations to any of the many readability formulas. This is due to many factors. The formulas, themselves, are not people oriented. They are not designed to tap the variables operating in human beings. They also do not account for a specialized vocabulary and, therefore, are at times limited in their value. The formulas are useful in predicting the difficulty levels of longer materials, but are less accurate with shorter materials. One purpose they can serve is that of a guide for writing the easiest of materials. (Manzo:962-4)

The Dale-Chall Formula

The formula created by Dale and Chall is a simple, two-factor formula. It involves the factor of average sentence length and the word factor which consists of a relative number of words outside the Dale list of 3,000 words. The word list was derived from a list that Dale constructed from the common words in the Thorndike, Buckingham and Dolch, and other word lists. (Klare:60)

The Dale list is a measure of familiarity in reading rather than a measure of frequency of appearance in printed materials. It was selected on the basis of 80% of the fourth graders (in the sample) checking the words as known. The following formula was found to be most efficient empirically:

$$X_{o50} = .1579\ X_1 + .0496\ X_2 + 3.6365$$

where X_{o50} = reading-grade score of a pupil who could answer one-half of the test questions correctly.

X_1 = Dale score (number of words outside the Dale list of 3,000).

X_2 = average sentence length.

3.6365 = constant.

In establishing the formula, the criterion of difficulty selected was the grade level score equivalent for a group of readers who could get half the questions right on each passage of the McCall-Crabs Standard Test Lessons in Reading. Therefore, a piece of material having a formula score of fifth or sixth grade level should be within the comprehension of children who have fifth to sixth grade reading abilities.

Historical Aspects of Career Education

An occupational choice needs to be made with reference to the interests, capacities and values of the subject.

Frank Parsons is credited with initiating systematic guidance practices in the United States in 1909. (Borow:166) From this time until World War II career guidance practices were included only at the upper levels of education. Since World War II career guidance has broadened to include kindergarten awareness of occupational choices to senior preparations for occupational choice making.

The process of occupational decision-making may be divided into three developmental periods. The six to eleven year old chooses work because activity is pleasurable and he realizes he will need to work when he grows up. His choice might be called a fantasy choice. It is at this time he needs to have his scope of knowledge broadened by reading about or experiencing a variety of occupational oriented fields, in order to expand the limits of his fantasy. The tentative choice period of adolescence has need of an enlarged background of experience and exposure to a wide variety of occupational areas. The third and final developmental stage is the realistic choice period of early adulthood. By this time his background should be as complete as possible so that he can make an emotionally and intellectually mature decision. (Ginzberg:55)

A lack of exposure to a variety of available career opportunities may limit the student to the occupations of his father, mother or other close adult. Early exposure to a variety of occupations may enable each person to have a better opportunity to realize his full potential.

The career education model seen most often seems to be career awareness during kindergarten through grade six, career exploration during grades seven through nine with career preparation during grades ten through twelve. (La Duca:22)

Summary

The development of readability studies has assisted educators in meeting the needs of students through better utilization of supplementary materials. An example of such materials is professionally prepared free and inexpensive career education pamphlets. Through the use of these pamphlets, teachers may better inform their students of future job opportunities and the world of work.

CHAPTER III

COLLECTION OF MATERIALS AND DESIGN OF STUDY

The Educators Index of Free Materials provided sources for obtaining free and inexpensive career education pamphlets. From that list 149 pamphlets were received and analyzed to obtain their readability level. A copy of the letter used by the researchers can be found in Appendix I. Realizing that there would be a great range of differences in reading levels, these materials have been classified according to reading level.

The readability levels were obtained through the use of the Dale-Chall Readability Formula. Samples were taken according to the Dale-Chall Formula for collecting data as follows:

> At least 100 word samples were taken according to a pre-determined pattern. That pattern was based on the length of the pamphlet. At least two samples were taken from pamphlets from two to nine pages in length. Three samples were taken from pamphlets ten to twenty-nine pages long. All pamphlets whose length was more than thirty pages long were sampled every ten pages. Samples always contained complete sentences and were rotated from beginning, middle and end of the pages. The number of sentences were listed and the number of words were counted that were not in the Dale-Chall list of 3,000 words.

The data was collected by the researchers and readability levels were computed by the Indiana University Computer Center.

CHAPTER IV

PRESENTATION OF DATA

Materials presented in this chapter pertained to the readability level of the career publications. Data were presented and analyzed by grade level, with a summary of each pamphlet appearing in the Appendix. The order of presentation is Elementary and Junior High, Senior High and finally College level readability levels.

RESULTS OF STUDY

Junior High School Level

Very few of these career education pamphlets were found to be usable at this level. The reason probably can best be explained that at the elementary and junior high levels the children are at the fantasy stage of career development. Most of the pamphlets examined were beyond this level and seemed to be prepared for people already able to choose a career in a realistic manner.

Subject of Pamphlet	Grade Level	Computer Number
Completing High School	4.5	123
Completing High School	6.0	98
Banking	8.7	16
Business Colleges	8.8	136

High School Level

Many pamphlets were written to accommodate the readability level of this period in adolescence. Students at this age and grade range are beginning to seriously consider the opportunities available to them in the world of work.

Subject of Pamphlet	Grade Level	Computer Number
College Careers	9.6	57
Forestry	9.6	49
Office Work	9.8	53
Secretarial Work	9.8	143
Accounting	9.9	93
Air Force	10.0	116
News Broadcasting	10.0	59
Banking	10.2	68
Job Counseling	10.3	55
Meat Packing	10.3	21
Mineral Engineer	10.4	50
Physicist	10.4	85
Bricklaying	10.5	38
Secretarial Work	10.5	139
Technician	10.5	81
Army	10.6	120
Two-Year College	10.6	46
Mathematics	10.7	112
Science	10.7	115

Subject of Pamphlet	Grade Level	Computer Number
Home Economics Teacher	10.8	17
Job Counseling	10.8	121
Shorthand Reporting	10.9	124
Construction	11.0	110
Foreign Languages	11.0	111
Scientist	11.0	42
Air Force	11.4	100
Firefighting	11.4	26
Heating/Air Conditioning	11.5	40
Food Services	11.6	51
Agri-Mechanization	11.7	39
Airlines	11.7	56
Manufacturing Engineer	11.7	65
Welding	11.7	3
Airlines	11.8	58
Business Schooling	11.8	134
Engineering	11.9	133
Mechanic	11.9	113
Jewelry Careers	12.0	48
Airlines	12.2	52
Business Economics	12.2	147
Chemical Industry	12.3	45
Direct Mail	12.3	78
Drafting	12.3	79

Subject of Pamphlet	Grade Level	Computer Number
Engineering	12.3	83
Mechanic	12.5	108
Pathology	12.5	125
Choosing a Job	12.6	12
Dietetics	12.6	70
Direct Mail	12.6	75
Lodging Industry	12.6	34
Meat Cutting	12.6	23
Music Therapy	12.6	71
Direct Mail Copy Writer	12.7	73
Chiropractics	12.8	14
Advertising	12.9	11
Direct Mail	12.9	76
Railroading	12.9	2

College Level

Most of the pamphlets received were written at this level. The researchers believe that this level is written at a level when most people no longer need this type of information. By this time in their lives many are well into their education for a career and are past the choosing stage.

Subject of Pamphlet	Grade Level	Computer Number
Air Force	13.1	8
Medical Secretary	13.1	138
Civil Engineer	13.3	88

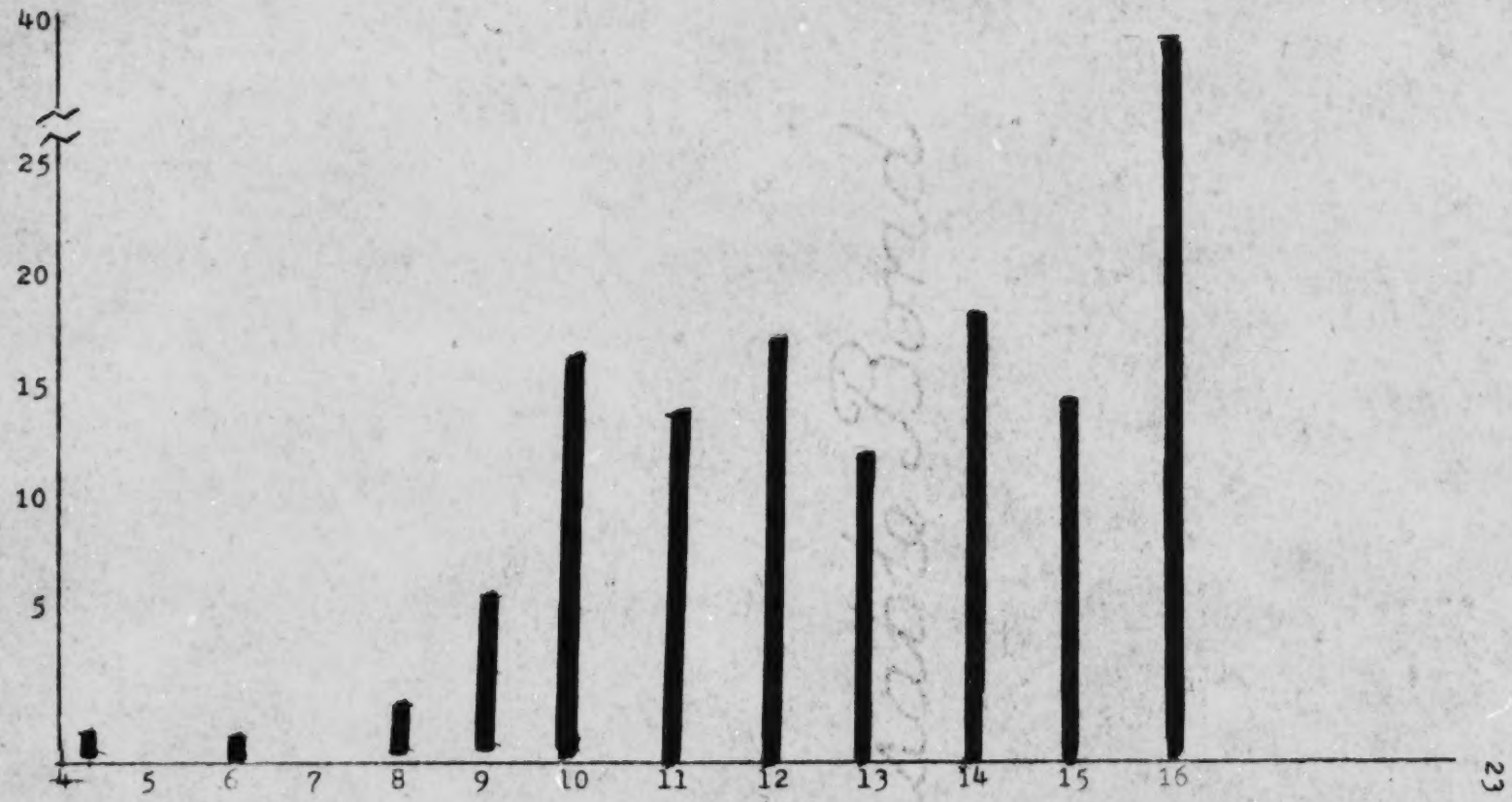
Subject of Pamphlet	Grade Level	Computer Number
Graphic Communications	13.3	22
Home Economics	13.3	72
Legal Secretary	13.3	141
Advertising	13.4	91
Electronics Service Technician	13.4	47
Lightning Protection	13.7	25
Music	13.7	144
Service Occupations	13.7	33
Advertising	13.8	127
Air Conditioning	13.8	104
Coal Mining Engineer	13.9	67
Agribusiness	14.0	114
Environmental Engineering	14.0	105
Forestry	14.0	87
Health	14.0	130
Paleontology	14.0	74
Rehabilitation of Blind	14.0	36
Vocational	14.0	142
Vocational	14.0	140
Rehabilitation of Adults	14.1	92
Visually Handicapped	14.1	131
Airline Pilot	14.4	54
Science	14.4	119
Water Resources Engineer	14.4	107
Construction Work	14.6	77

Subject of Pamphlet	Grade Level	Computer Number
Civil Engineering	14.6	97
Journalism	14.7	43
Sales Occupations	14.7	28
Clerical Occupations	14.9	29
Marine Corps	14.9	7
Food Science	15.1	44
Forestry	15.1	61
Conservation	15.3	66
Construction Engineering	15.3	103
Traffic Engineer	15.3	109
Secretary	15.5	145
Engineering	15.6	135
Civil Engineering	15.7	102
Computers	15.8	106
Health	15.7	35
Oceanography	15.7	13
Osteopathic Medicine	15.7	132
Accounting	15.9	137
Real Estate	15.9	62
Advertising	16.1	89
Advertising	16.1	129
Aerospace Medicine	16.1	148
Agriculture	16.1	86
Air Force	16.1	118
Anthropology	16.1	80

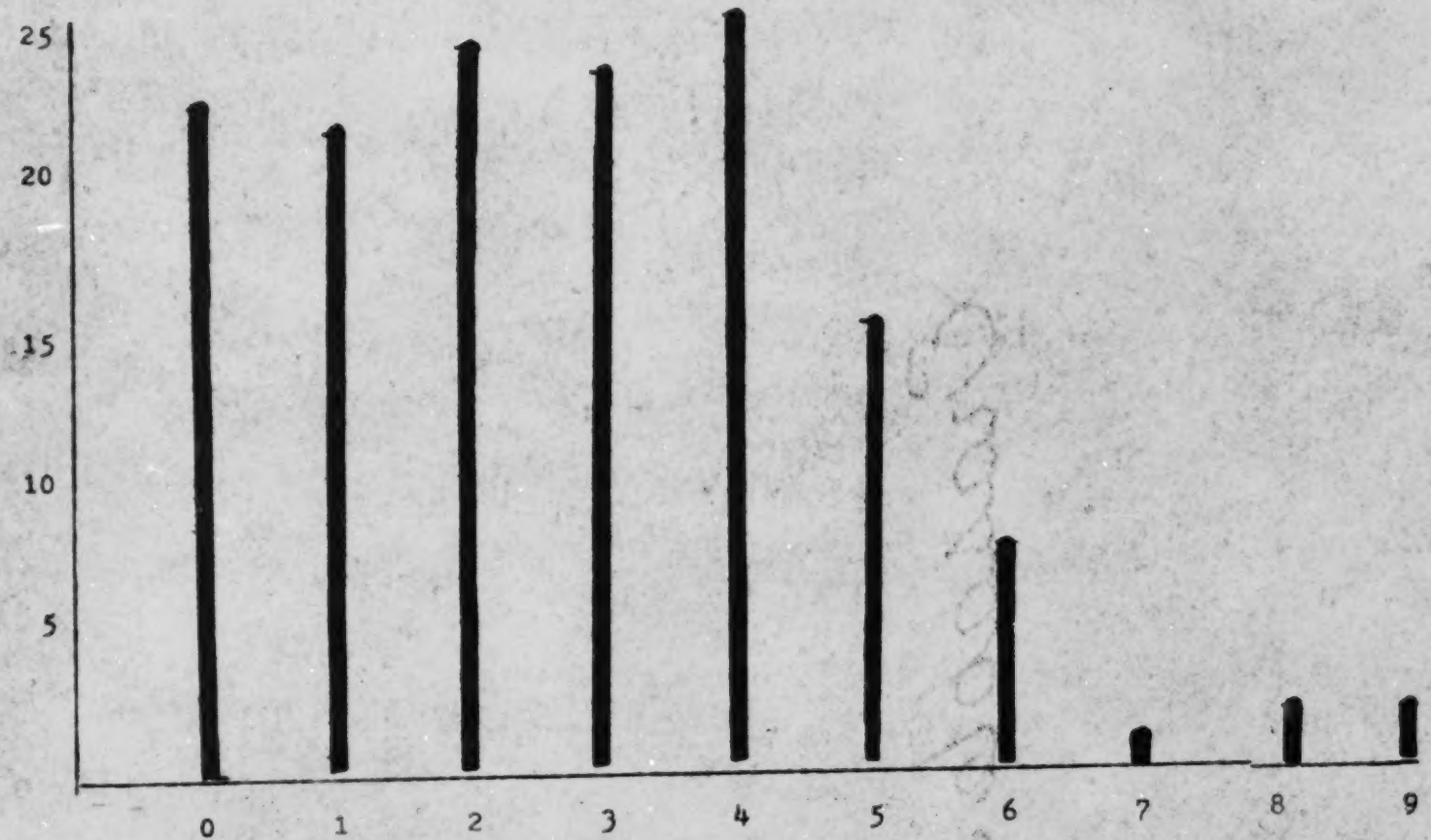
Subject of Pamphlets	Grade Level	Computer Number
Astronomy	16.1	20
Automotive Engineers	16.1	63
Botany	16.1	99
Computers	16.1	41
Construction	16.1	30
Credit Management	16.1	146
Dental Laboratory Technician	16.1	64
Engineering	16.1	96
Farming	16.1	60
Fisheries Science	16.1	117
Forge Shop	16.1	32
Hospital Related	16.1	128
Insurance	16.1	15
Interior Decorator	16.1	69
Land Management	16.1	18
Marine Engineer	16.1	37
Medical Record Administrator	16.1	101
Microbiology	16.1	27
Pathology	16.1	94
Pediatrics	16.1	90
Pharmacology	16.1	149
Photography	16.1	19
Police	16.1	24
Psychology	16.1	126
Physiology	16.1	122

Subject of Pamphlets	Grade Level	Computer Number
Respiratory Therapy	16.1	82
Roadbuilding	16.1	95
Scientific and Technical	16.1	31
Surgery	16.1	84
Textile Industry	16.1	9

GRADE LEVEL DISTRIBUTION



GRADE LEVEL VARIATIONS IN THE PAMPHLETS



CHAPTER V

FINDINGS AND CONCLUSIONS

The findings of the study indicate that most career education pamphlets are written for and geared to persons who already have a career in mind and are seeking more information about that particular career. Some excellent information is available for those who have reached this stage of development.

It is the conclusion of the researchers that with proper introduction to the student by the educator most of these pamphlets could be used at the junior high and early high school level. It was felt that the readability level on many of these pamphlets might have been lower if an introductory vocabulary was stressed prior to introducing the career study. Many words occurred frequently that were not a part of the Dale-Chall list, but due to modern vocabulary these words are easily recognized and understood by most young people. However, the researchers do feel that it is the responsibility of the authors and publishers of these pamphlets to gear the material more to the reading level of those it is designed to serve.

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APPENDIX

Book Title _____

Control Number ___ ___ ___ ___ ___ ___ (cc. 1-6)

Sample (cc7-8)	Page. No. (cc 9-11)	No. of Words (cc 12-14)	# Sent. (cc 15-16)	No. words D/L (cc 17 - 19)
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
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— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
— —	— — —	— — —	— —	— — —
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Page _____ of _____ pages Dale-Chall Readability Scale

By _____

School City of Mishawaka
MISHAWAKA, INDIANA 46544

31

NORTH SIDE SCHOOL
EAST McKINLEY AVENUE

DR. KENNETH J. KOGER, SUPERINTENDENT
ROBERT PERKINS, PRINCIPAL

February 14, 1975

Gentlemen:

We are classroom teachers presently enrolled in an Educational Research class. As our project for this class we are studying free and inexpensive materials to determine their possible use in classroom instruction of career education.

To complete our study please send us a copy of:

We obtained this title from the Educators Index of Free Materials.

Sincerely,

Barbara Mitchell
Barbara Mitchell

Evelyn Parker
Evelyn Parker

Subject: FBI Careers

Title: FBI Career Opportunities

Computer Number: 1

Date of Publication: June, 1973

Publisher: U. S. Dept. of Justice

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet gives information about the tangible and intangible benefits of working for the FBI. It gives general qualifications and types of positions available. The training given is also explained.

Cost: Free

Readability Level: 15.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	101	27	4	1	13.4
2	104	36	4	8	16.1

Subject: Careers in Railroading

Title: The Human Side of Railroading

Computer Number: 2

Date of Publication: January 1974

Publisher: Association of American Railroads

Suggested Curricular Implementation: Unit Study of Careers

The importance of a good transportation system, the advantages of railroads for moving goods and materials and information about available jobs and the talents reauired for those jobs can be found in this pamphlet.

Cost: Free

Readability Level: 12.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	29	3	5	15.2
2	101	29	6	11	13.1
3	103	25	8	14	11.1

Subject: Career in Welding

Title: Opportunities in the Welding Industry

Computer Number: 3

Date of Publication: May, 1974

Publisher: American Welding Society

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet discusses welding as a career and the requirements for it. Job opportunities in this industry and the salary schedules are also included.

Cost: Free

Readability Level: 11.7

No.	No./Words	No.D/L	No. Sent.	Pg.#	Level
1	105	17	7	4	8.8
2	117	37	7	12	14.6
3	102	28	7	20	12.2

Subject: Safety Professional

Title: Scope and Functions of the Professional Safety Position

Computer Number: 4

Date of Publication: January, 1974

Publisher: American Society of Safety Engineers

Suggested Curricular Implementation: Unit Study of Careers

The major functions of the safety professional are outlined in this pamphlet. It lists educational requirements and job responsibilities as they pertain to accident prevention and control.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	113	45	6	2	16.1
2	113	50	3	4	16.1

Subject: Plant Physiologists

Title: Careers in Plant Physiology

Computer Number: 5

Date of Publication: unknown

Publisher: American Society of Plant Physiologists

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet defines plant physiology and tells who are plant physiologists. It discusses where they are employed and the training needed. Financial aid for students and lists of universities with the areas of specialization offered by each is also listed.

Cost: Free

Readability Level: 14.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	157	42	4	1	15.5
2	111	29	4	3	13.4

Subject: Animal Science Careers

Title: A Career in Animal Sciences

Computer Number: 6

Date of Publication: Unknown

Publisher: American Society of Animal Science

Suggested Curricular Implementation: Unit Study of Careers

The role of the animal scientist is presented in relationship to the needs of the world in maintaining adequate nutritional levels. The animal scientist may be involved in animal production, food processing, research or educational areas. Opportunities in government employment is mentioned. Potential income and preparation needs are also included.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	134	44	6	2	15.8
2	131	47	4	4	16.1

Subject: United States Marine Corps and Scholarships

Title: College Sports and Scholarship Guide

Computer Number: 7

Date of Publication: Unknown

Publisher: U. S. Marine Corps

Suggested Curricular Implementation: Unit Study of Careers

Scholarships and locations of various colleges that excell in each sport are explored. The advantages to the student athlete through the Marine Corps program are stressed. How to obtain scholarships and the armed forces part in paying the students way through college is presented.

Cost:
Free

Readability Level: 14.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	137	51	3	3	16.1
2	115	27	3	11	13.4
3	123	24	4	19	11.6
4	127	36	5	29	13.8

Subject: Air Force Careers

Title: What You've Always Wanted To Know About the Air Force But Didn't Know Who To Ask.

Computer Number: 8
Date of Publication: 1972

Publisher: U.S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet is prepared to answer the questions of parents and students about the vocational training available through the United States Air Force. Opportunities for both boys and girls are included.

Cost: Free

Readability Level: 13.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	126	43	5	6	16.1
2	127	32	4	10	13.5
3	118	24	6	19	10.5

Subject: Careers in the Textile Industry

Title: Career Opportunities for you in the Fabulous World of Fabrics

Computer Number: 9
Date of Publication: Unknown

Publisher: Textile Distributors Association, Inc.,

Suggested Curricular Implementation: Unit Study of Careers

The many operations required in making a garment ready for the retail store from the initial fibers and yarns are listed. The job opportunities all along this path are presented. A few colleges and universities that specialize in this area are recommended.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	30	5	1	13.6
2	116	48	5	8	16.1

Subject: Careers in Metallurgy

Title: Careers in Metallurgy, Materials Science, and Metallurgical Engineering

Computer Number: 10
Date of Publication: Unknown

Publisher: Metallurgic Society of AIME

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet describes the job of a metallurgical engineer. It gives personal qualifications necessary for the job, educational requirements and salary and working conditions. A list of accredited colleges that are recommended in this area is included.

Cost: Free

Readability Level: 13.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	124	29	5	4	11.9
2	120	40	5	8	16.1

Subject: Careers in Advertising

Title: Advertising

Computer Number: 11

Date of Publication: 1975

Publisher: American Association of Advertising Agencies

Suggested Curricular Implementation: Unit Study of Careers

This booklet defines advertising and tells how it works in keeping the public informed. It discusses some of the jobs available in advertising and the occupational training needed in each job area.

Cost: Free

Readability Level: 12.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	119	36	12	2	12.7
2	113	37	8	8	14.6
3	116	30	8	14	11.9

Subject: Choosing the Correct Job

Title: Getting the Right Job

Computer Number: 12

Date of Publication: Unknown

Publisher: SCM Glidden-Durkee

Suggested Curricular Implementation: Unit Study of Careers

This booklet is an aid to help in choosing the correct job for you and the things necessary to get that job. It tells how to find the available jobs and what to do when being interviewed for them.

Cost: Free

Readability Level: 12.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	118	37	8	6	13.8
2	103	25	5	12	11.9

Subject: Marine Scientist and Oceanography Careers

Title: So You Want To Be a Marine Scientist?

Computer Number: 1

Date of Publication: Unknown

Publisher: A Wometco Enterprises Inc. Oceanographic Publication

Suggested Curricular Implementation: Unit Study of Careers

The excitement, challenge and variety of being a marine scientist is presented. The areas of marine biologist, oceanographer, zoologist, mammalogist, taxonomist, ecologist and other types of opportunities are explained. Educational requirements for these positions are included.

Cost: Free

Readability Level: 15.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	32	3	4	16.1
2	111	32	6	10	13.4
3	114	40	5	16	16.1

Subject: Chiropractic Careers

Title: Planning a Career in Chiropractic

Computer Number: 14

Date of Publication: Unknown

Publisher: American Chiropractic Association

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet includes a brief history of the fundamental principles of and the future of Chiropractic. Opportunities for both men and women are outlined. The degree confired and some of the curriculum are presented along with information regarding student loans and scholarships.

Cost:
Free

Readability Level: 12.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	108	21	4	6	10.9
2	106	24	7	12	14.3
3	113	34	6	18	13.9

Subject: Careers in Insurance

Title: Careers in Property and Liability Insurance

Computer Number: 15

Date of Publication: August, 1974

Publisher: Insurance Information Institute

Suggested Curricular Implementation: Unit Study of Careers

This booklet discusses the contributions of people in insurance. It describes the areas they work in and tells what they do. It lists the different jobs and positions available in that area. Educational requirements are given for each.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	101	43	4	6	16.1
2	111	41	5	12	16.1

Subject: Banking Careers

Title: Faces of a Bank

Computer Number: 16

Date of Publication: Unknown

Publisher: Fourth National Bank & Trust Co.

Suggested Curricular Implementation: Unit Study of Careers

This booklet presents the advantages in entering the industry of banking. It tells about the wide variety of positions available and the educational requirements for each one.

Cost: Free

Readability Level: 8.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	23	7	5	10.7
2	112	10	7	10	6.7

Subject: Teaching Home Economics

Title: Home Economics Teaching. . . And You?

Computer Number: 17

Date of Publication: Unknown

Publisher:
Home Economics Education Association

Suggested Curricular Implementation: Unit Study of Careers

Teaching home economics and all the variety of subject matter that is included in the content of this pamphlet. It contains a check list of attributes needed for teaching.

Cost:
Free . . 2 or more 10¢ each

Readability Level: 10.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	27	11	5	11.1
2	110	25	11	9	10.5

Subject: Land Management Careers

Title: Career Opportunities for Landmen

Computer Number: 18

Date of Publication: Unknown

Publisher: American Association of Petroleum Landmen

Suggested Curricular Implementation: Unit Study of Careers

Definition of landman, along with what he does and his existing opportunities is the subject of this pamphlet. The educational requirements and facilities are included.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	111	43	4	2	16.1
2	101	47	5	4	16.1

Subject: Careers in Photography

Title: Careers in Photography

Computer Number: 19

Date of Publication: 1972

Publisher: Germain School of Photography

Suggested Curricular Implementation: Unit Study of Careers

There are four major areas of photography employment:

1. Taking the picture.
2. Developing and printing.
3. Correcting and finishing the print.
4. Associated photographic jobs as sales, repair, etc.

This pamphlet covers each area.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	41	4	10	16.1
2	114	40	4	21	16.1
3	102	38	3	30	16.1

Subject: Career in Astronomy

Title: A Career In Astronomy

Computer Number: 20

Date of Publication: March, 1973

Publisher: American Astronomical Society

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet provides information about astronomers work, opportunities, special abilities and educational requirements. Included are the institutions where the many different fields of astronomy may be studied.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	105	36	3	6	16.1
2	109	34	4	12	15.6

Subject: Meat Packing Workers

Title: Meat Packing Workers -- Occupational Brief

Computer Number: 21

Date of Publication: Unknown

Publisher: Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO

Suggested Curricular Implementation: Unit Study of Careers

This occupational brief includes the history of the meat-packing industry. Meat packing operations are explained and requirements for workers are presented. Earnings as well as advantages and disadvantages of workers are listed.

Cost: Free

Readability Level: 10.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	112	20	7	1	9.5
2	101	24	7	5	11.2

Subject: Careers in Graphic Communications

Title: Graphic Communications

Computer Number: 22

Date of Publication: Unknown

Publisher: Addressograph Multigraph

Suggested Curricular Implementation: Unit Study of Careers

The five basic elements of graphic communications are described in this booklet. They are:
1) Layout and Composition
2) Photography and Platemaking
3) Reproduction
4) Bindery and Distribution
5) Management and Supervision

Cost: Free

Readability Level: 13.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	106	32	6	8	13.7
2	103	25	5	17	11.9
3	107	33	5	25	14.7

Subject: Careers in Meatcutting

Title: Occupational Brief on Opportunities in Retail Meat Cutting

Computer Number: 23
Date of Publication: Unknown

Publisher: Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO

Suggested Curricular Implementation: Unit Study of Careers

A history of meatcutting is included in this occupational brief. Various retail meat cutting job classifications are listed and their duties described. Additional reading materials are included.

Cost: Free

Readability Level: 12.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	122	36	4	4	15.7
2	102	20	5	8	10.5

Subject: Police Career

Title: Requirements for a Police Career

Computer Number: 24

Date of Publication: Unknown

Publisher: International Association of Chiefs of Police, Inc.

Suggested Curricular Implementation: Unit Study of Careers

Requirements for a police career, the nature of the work and employment conditions are given in this leaflet.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	101	40	3	2	16.1
2	103	30	5	4	13.7

Subject: Careers in Lightning Protection Field

Title: Business Opportunities in the New Lightning Protection Field

Computer Number: 25

Date of Publication: Unknown -

Publisher: Lightning Protection Institute

Suggested Curricular Implementation: Unit Study of Careers The lightning protection field is a service industry and is growing. This pamphlet explains the investment needed and other requirements needed for someone to enter this type of work.

Cost: Free

Readability Level: 13.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	117	33	7	2	12.8
2	115	37	6	6	14.9

Subject: Firefighting

Title: High School Graduates Consider...Firefighting

Computer Number: 26

Date of Publication: October, 1972

Publisher: International Association of Fire Chiefs

Suggested Curricular Implementation: Unit Study of Careers

Both mental and physical qualifications for becoming a firefighter are given in this pamphlet. The benefits and challenges of the position are included.

Cost: Free

Readability Level: 11.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	108	25	5	1	11.7
2	115	24	5	3	11.1

Subject: Careers in Microbiology

Title: Microbiology in Your Future

Computer Number: 27

Date of Publication: Unknown

Publisher: The American Society for Microbiology

Suggested Curricular Implementation: Unit Study of Careers

The scope of microbiology, its relationship to disease and biology are discussed in this booklet. The areas of microbiology, such as, medical and veterinary microbiology, space microbiology and others are investigated. Information needed in planning an education for this field of work is included.

Cost: Single Copy - no charge
Multiple Copies - 15¢ each

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	34	5	1	15.5
2	104	42	3	9	16.1
3	117	36	4	17	15.9

Subject: Sales Occupations

Title: Sales Occupations

Computer Number: 28

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

Educational requirements, training and other qualifications for sales occupations are explored. The employment outlook is expected to rise.

Cost: Free

Readability Level: 14.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	111	34	7	1	13.9
2	100	33	5	2	15.5

Subject: Clerical Occupations

Title: Clerical Occupations

Computer Number: 29

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

Educational requirements and job opportunities in the clerical occupations field are presented in this brief. Earnings and additional information available are also included.

Cost: Free

Readability Level: 14.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	28	7	1	12.2
2	119	42	4	4	16.1

Subject: Construction occupations

Title: Construction Occupations

Computer Number: 30

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

The construction trades are listed and described. Training and qualifications for advancement are included along with earnings and working conditions.

Cost:
Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	112	35	4	3	15.8
2	119	42	4	7	16.1

Subject: Scientific and Technical Occupations

Title: Scientific and Technical Occupations

Computer Number: 31

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

This occupational outlook brief describes and compares technicians, engineers and scientists. It describes training and opportunities in the future.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	108	34	7	1	13.8
2	125	50	5	3	16.1

Subject: Forge Shop Occupations

Title: Employment Outlook for Forge Shop Occupations

Computer Number: 32

Date of Publication: 1972-73

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

The nature of the work done in forge shops is presented. Training and other qualifications are listed. The employment outlook, earnings and working conditions are described.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	106	40	4	2	16.1
2	110	42	4	5	16.1

Subject: Service Occupations

Title: Service Occupations

Computer Number: 33

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

This service occupations brief lists various occupations under general categories like food service occupations or cleaning service occupations. The necessary training and the general outlook for future employment is included.

Cost: Free

Readability Level: 13.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	22	5	1	10.7
2	119	42	4	3	16.1

Subject: Lodging Industry Careers

Title: Your Career in the Lodging Industry

Computer Number: 34

Date of Publication: 1973

Publisher: Educational Institute of the
American Hotel & Motel Association

Suggested Curricular Implementation: Unit Study of Careers

The lodging industry is described as an exciting one with opportunities for advancement in a growing industry. A variety of career opportunities are presented by this booklet. Training and educational requirements are given.

Cost: Free

Readability Level: 12.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	24	5	11	11.8
2	116	25	6	21	11.1
3	102	36	6	31	16.1

Subject: Health Occupations

Title: Health Occupations

Computer Number: 35

Date of Publication: 1974

Publisher: U. S. Government Printing Service

Suggested Curricular Implementation: Unit Study of Careers

Employment in all health related occupations is going to grow. This brief lists many different health occupations and some of the training required for them.

Cost: Free

Readability Level: 15.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	30	5	1	13.4
2	119	42	4	4	16.1

Subject: Careers in Rehabilitation of Blind Persons

Title: Challenging Careers in Rehabilitation of Blind Persons

Computer Number: 36

Date of Publication: Unknown

Publisher: Department of Blind Rehabilitation and Mobility

Suggested Curricular Implementation: Unit Study of Careers

Orientation and mobility specialist teach visually impaired persons to move about freely. This leaflet tells the application procedure and student qualifications for these occupations.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	114	37	5	1	15.5
2	100	28	6	3	12.8

Subject: Naval Architect and Marine Engineer

Title: The Naval Architect and Marine Engineer

Computer Number: 37

Date of Publication: January, 1973

Publisher: The Society of Naval Architects and Marine Engineers

Suggested Curricular Implementation: Unit Study of Careers

Educational requirements for the naval architect and marine engineer are given in this leaflet. Five schools accredited to grant degrees are listed and career opportunities are presented.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	115	44	4	2	16.1
2	122	40	7	4	15.0

Subject: Bricklaying

Title: Bricklaying

Computer Number: 38

Date of Publication: Unknown

Publisher: Brick Institute of America

Suggested Curricular Implementation: Unit Study of Careers

A job description for bricklaying and chances for advancement in this trade are included in this pamphlet.

Cost: Free

Readability Level: 10.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	123	29	6	1	11.9
2	109	16	5	3	9.1

Subject: Agri-mechanization careers

Title: A Career in Agri-mechanization...a career of Double-Reward

Computer Number: 39
Date of Publication: Unknown

Publisher: Farm and Industrial Equipment Institute

Suggested Curricular Implementation: Unit Study of Careers

A career in Agri-mechanization is rewarding to the worker and all of mankind, according to this pamphlet. There are numerous related careers listed with educational plans included.

Cost: Free

Readability Level: 11.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	31	4	2	14.9
2	125	21	8	6	9.2

Subject: Technicians in Heating and Air Conditioning

Title: Your Career as a Heating and Air Conditioning Technician

Computer Number: 40

Date of Publication: Unknown

Publisher: Petroleum Marketing Education Foundation

Suggested Curricular Implementation: Unit Study of Careers Qualifications and training required is included in this pamphlet for anyone interested in becoming a heating and air conditioning technician.

Cost: First 5 copies - Free

Readability Level: 11.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	116	25	4	2	12.0
2	100	20	4	3	11.0

Subject: Computer Careers

Title: Computer Careers

Computer Number: 41

Date of Publication: 1970

Publisher: The Business Equipment Manufacturers Association

Suggested Curricular Implementation: Unit Study of Careers

Computers play an important role in today's society. This booklet describes the job opportunities and job descriptions for many computer related positions.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	106	38	5	6	16.1
2	108	44	5	15	16.1
3	110	30	4	23	13.8

Subject: Career in Physics

Title: The Wise Use of Science

Computer Number: 42

Date of Publication: Unknown

Publisher: American Institute of Physics

Suggested Curricular Implementation: Unit Study of Careers

Science is important to all people. Job descriptions for biophysics, applied physics, astrophysics, elementary particles and solid state physics are included in this leaflet.

Cost: Free

Readability Level: 11.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	121	23	7	2	9.9
2	145	29	4	4	12.1

Subject: Journalism Career

Title: Education for a Journalism Career

Computer Number: 43

Date of Publication: 1974-75

Publisher: American Council on Education for Journalism

Suggested Curricular Implementation: Unit Study of Careers

A broad general knowledge is required of persons going into journalism. This booklet gives accrediting standards and schools for preparation in this field.

Cost: Free

Readability Level: 14.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	28	4	3	13.5
2	117	36	4	7	15.9

Subject: Food Science Carreers

Title: Food Science and Technology-- a Career for You?

Computer Number: 44

Date of Publication: Unknown

Publisher: The Institute of Food Technologists

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet presents the reason food science and technology is important to the world today. The type of work accomplished in product research and development is discussed. The work opportunities in this field and the educational requirements are listed.

Cost: Free

Readability Level: 15.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	38	4	4	16.1
2	126	39	4	8	16.1
3	103	22	4	12	11.4

Subject: Careers in Chemistry

Title: Your Tomorrow--A Guide to Careers in the Chemical Industry

Computer Number: 45
Date of Publication: September, 1974

Publisher: Manufacturing Chemists Association

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet contains résumés of men and women involved in the chemical industry in research, production, marketing, legal services and other areas.

Cost: Free

Readability Level: 12.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	106	32	4	4	15.1
2	100	29	8	9	12.7
3	101	20	8	14	9.8

Subject: Two-year Colleges

Title: Facing Facts About the Two-year College

Computer Number: 46

Date of Publication: June, 1973

Publisher: The Prudential Insurance Company of America

Suggested Curricular Implementation: Unit Study of Careers

The growth and development of the 2 year college is told. Advantages and disadvantages are presented. The curriculums and career courses are outlined.

Cost: Free

Readability Level: 10.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	108	19	4	10	10.6
2	112	27	4	20	12.6
3	118	16	6	30	8.6

Subject: Electronics Service Technician

Title: The Electronics Service Technician

Computor Number: 47

Date of Publication: February, 1972

Publisher: Consumer Electronics Group
Electronic Industries Association

Suggested Curricular Implementation: Unit Study of Careers

Careers in the electronic industry are discussed and routes available for learning the necessary skills for servicing electronic equipment are shown.

Cost:
Free

Readability Level: 13.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	31	6	2	13.6
2	110	33	8	4	13.1

Subject: Careers in the Jewelry Industry

Title: The Golden Touch

Computer Number: 4

Date of Publication: Unknown

Publisher: Retail Jewelers of America, Inc.

Suggested Curricular Implementation: Unit Study of Careers

This booklet describes the opportunities in the retail jewelry field. These come under the general categories of sales, craftsmanship and management. A brief history of the jewelry industry is included.

Cost: Free

Readability Level: 12.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	116	26	8	6	10.7
2	115	27	6	12	11.4
3	116	32	4	17	14.4

Subject: Forestry Careers

Title: Career Profiles

Computer Number: 49

Date of Publication: September, 1973

Publisher: U. S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

This booklet explains the career opportunities in forestry related areas of employment. It discusses foresters, forest rangers and other helpers that are needed in this field. Conservation, ecology and environmental management workers are also mentioned.

Cost: Free

Readability Level: 9.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	17	6	1	9.1
2	110	22	7	6	10.1

Subject: Minerals Engineers

Title: Penetrating New Frontiers with Minerals Engineers

Computer Number: 50

Date of Publication: Unknown

Publisher: The Society of Mining Engineers of AIME

Suggested Curricular Implementation: Unit Study of Careers

The opportunity to help mankind is stressed as a contribution that can be made by minerals engineers. Geologists, mining engineers and metallurgists work in four areas: exploration, production, beneficiation and management. A list of universities offering courses in this field are listed.

Cost: Free

Readability Level: 10.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	143	29	7	4	10.5
2	113	27	7	8	11.4
3	115	19	7	12	9.2

Subject: Food Service Careers

Title: Who's Who In School Food Service

Computer Number: 51

Date of Publication: Unknown

Publisher: American School Food Service Association

Suggested Curricular Implementation: Unit Study of Careers

The education, experience and classification of various workers in the school food services are charted in this leaflet.

Cost:
Free

Readability Level: 11.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	15	4	1	9.3
2	109	34	6	2	14.2

Subject: Airline Mechanics

Title: Are You Geared for the Job?

Computer Number: 52

Date of Publication: March, 1971

Publisher: Delta Air Lines, Inc.

Suggested Curricular Implementation: Unit Study of Careers

Delta Airlines lists the advantages and requirements for a career in aircraft maintenance.

Cost: Free

Readability Level: 12.2

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	24	5	1	11.6
2	107	30	6	3	12.9

Subject: Tempory Office Work

Title: Everything You've Always Wanted to Know About Temporary Office Work...

Computer Number: 53
Date of Publication: 1973

Publisher: Manpower, Inc.

Suggested Curricular Implementation: Unit Study of Careers

This book includes a history of temporary office work. It tells of the skills needed and lists many of the different types of services to be performed. It includes tips on good human relations, telephone techniques and many other office responsibilities.

Cost: Free

Readability Level: 9.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	31	6	10	12.9
2	107	20	7	21	9.7
3	101	14	5	33	8.6
4	112	16	9	40	7.8

Subject: Airline Pilots

Title: Can You Wear It?

Computer Number: 54

Date of Publication: July, 1973

Publisher: Delta Air Lines, Inc.

Suggested Curricular Implementation: Unit Study of Careers

This brochure gives the qualifications and training necessary to be an airline pilot. It mentions travel privileges, vacations, working conditions and other benefits.

Cost: Free

Readability Level: 14.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	35	6	1	15.5
2	106	32	7	3	13.5

Subject: College Guide

Title: Facing Facts About Preparing for Your Future

Computer Number: 55

Date of Publication: 1973

Publisher: The Prudential Insurance Company of America

Suggested Curricular Implementation: Unit Study of Careers

This is a guide for parents and students about the various types of colleges and universities. Included are a personal inventory and personal preparation lists. Admissions tests and financial aid are discussed.

Cost: Free

Readability Level: 10.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	9	7	3	6.5
2	106	35	5	14	15.6
3	105	19	6	25	9.7

Subject: Airline Stewardessess

Title: Would you like to join Delta's professional team of flight attendants?

Computer Number: 56
Date of Publication: July, 1974

Publisher: Delta Air Lines, Inc.

Suggested Curricular Implementation: Unit Study of Careers

Qualifications for becoming an airline steward or stewardess are listed. Advantages include excellent working conditions, travel privileges, paid vacations, insurance and hospital protection.

Cost: Free

Readability Level: 11.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	116	24	8	2	10.3
2	104	31	8	4	13.0

Subject: College Guide

Title: Facing Facts About Your College Career

Computer Number: 57

Date of Publication: 1974

Publisher: The Prudential Insurance Company of America

Suggested Curricular Implementation: Unit Study of Careers

This is a guide for students, counselors and parents. It describes college, possible problems and gives hints to assist the student in successfully completing his studies.

Cost: Free

Readability Level: 9.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	113	37	5	7	14.9
2	100	8	7	17	6.1
3	126	17	6	27	8.4

Subject: Airline Careers

Title: Would you like to join Delta's team of professionals?

Computer Number: 58

Date of Publication: 1973

Publisher: Delta Air Lines, Inc.

Suggested Curricular Implementation: Unit Study of Careers

Job descriptions for Customer Service Agents, Clert Typists, Reservations Sales Agents and Customer Service Support Agents are given in this brochure along with the advantages of working for Delta airlines.

Cost: Free

Readability Level: 9.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	123	26	5	1	11.3
2	110	27	5	3	12.3

Subject: Broadcast News Careers

Title: Careers in Broadcast News

Computer Number: 59

Date of Publication: 1972

Publisher: Radio Television News Directors Association

Suggested Curricular Implementation: Unit Study of Careers

Questions regarding job description, pay, and advancement opportunities are answered in this booklet about broadcast journalism. Responsibilities toward accuracy of reporting and the establishing of good work habits are mentioned.

Cost: 1 copy - Free

Readability Level: 10.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	114	22	7	1	9.8
2	144	34	8	5	11.6
3	121	17	6	9	8.6

Subject: Future Farmers of America

Title: What Is FFA to You?

Computer Number : 60

Date of Publication: Unknown

Publisher: The U. S. Office of Education

Suggested Curricular Implementation: Unit Study of Careers

The Future Farmers of America organization is presented as an excellent training ground for any high school student interested in any of the many farm related careers.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	123	45	5	4	16.1
2	103	32	6	9	14.1

Subject: Foresters

Title: Ask Any Forester

Computer Number: 61

Date of Publication: July, 1973

Publisher: Society of American Foresters

Suggested Curricular Implementation: Unit Study of Careers

The relatively new profession of forestry is described in this leaflet. The opportunities in private, industrial and public service are presented.

Cost: Free

Readability Level: 15.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	43	8	2	16.1
2	110	28	7	4	11.7

Subject: Careers in Real Estate

Title: Careers in Real Estate

Computer Number: 62

Date of Publication: Unknown

Publisher: National Association of Realtors

Suggested Curricular Implementation: Unit Study of Careers

This booklet gives the educational and professional requirements of becoming a real estate agent. The real estate specialties are described in detail.

Cost: Free

Readability Level: 15.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	39	6	6	16.1
2	110	37	6	12	15.7
3	111	35	5	18	15.3

Subject: Automotive Engineers

Title: Automotive Engineering

Computer Number: 63

Date of Publication: Unknown

Publisher: Engineers' Council for Professional Development

Suggested Curricular Implementation: Unit Study of Careers

The many types of automotive engineers are listed along with the requirements for entering and the opportunities in this field.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	126	35	6	2	13.2
2	120	45	4	5	16.1

Subject: Dental Laboratory Technitions

Title: Hands That Think

Computer Number: 64

Date of Publication: Unknown

Publisher: National Association of Dental Laboratories

Suggested Curricular Implementation: Unit Study of Careers

Dental laboratory technology is described in this leaflet. Earnings, benefits, training and qualifications are also discussed.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	122	49	5	1	16.1
2	110	41	6	3	16.1

Subject: Manufacturing Engineering

Title: Manufacturing Engineering

Computer Number: 65

Date of Publication: Unknown

Publisher: The Society of Manufacturing Engineers

Suggested Curricular Implementation: Unit Study of Careers

The job description of a manufacturing engineer is given. The responsibilities of the manufacturing technologist and technician are itemized. The unlimited future of these jobs is presented.

Cost: Free

Readability Level: 11.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	36	6	2	16.1
2	104	16	7	4	8.4

Subject: Conservation Careers

Title: Guide to Conservation Careers

Computer Number: 66

Date of Publication: Unknown

Publisher: National Association of Conservation Districts

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet gives a list of resource materials available to receive more specialized information on any one of the many different conservation related careers.

Cost: Free

Readability Level: 15.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	25	4	3	12.7
2	110	38	7	9	15.9
3	110	38	4	14	16.1

Subject: Coal Mining Engineer

Title: Should You Be A Coal Mining Engineer?

Computer Number: 67

Date of Publication: Unknown

Publisher: The Society of Mining Engineers of AIME

Suggested Curricular Implementation: Unit Study of Careers

Coal is a vital fuel. The many duties of a coal mining engineer are described and different kinds of mining are included. Educational requirements and a list of recommended schools is included.

Cost: Free

Readability Level: 13.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	34	6	2	15.5
2	116	33	5	7	13.5
3	119	31	5	12	12.8

Subject: Banking Careers for Women

Title: A Career for Women - Banking

Computer Number: 68

Date of Publication: Unknown

Publisher: National Association of Bank-Women Inc.

Suggested Curricular Implementation: Unit Study of Careers

Career for women in banking are given for both the high school and college graduate. Compensations and benefits are presented.

Cost: Free

Readability Level: 10.2

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	125	17	7	2	8.4
2	111	27	5	6	12.0

Subject: Interior Decorator Careers

Title: Interior Design Career Guide

Computer Number: 69

Date of Publication: October, 1974

Publisher: National Society of Interior Designers

Suggested Curricular Implementation: Unit Study of Careers

The professional interior designer's job is described. Education requirements and opportunities for advancement are also included. There is a list of schools recommended for interested students.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	43	4	1	16.1
2	109	28	5	4	12.6

Subject: Careers in Dietetics

Title: Dietetics

Computer Number: 70

Date of Publication: Unknown

Publisher: The American Dietetic Association

Suggested Curricular Implementation: Unit Study of Careers

Young men and women interested in dietetics will find educational requirements and job descriptions for many varied job opportunities for the Registered Dietician.

Cost: Free

Readability Level: 12.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	132	29	5	1	11.7
2	111	36	9	2	13.8

Subject: Music Therapy Career

Title: A Career in Music Therapy

Computer Number: 71

Date of Publication: 1974

Publisher: National Association for Music Therapy, Inc.

Suggested Curricular Implementation: Unit Study of Careers

This leaflet explains the work of a music therapists in a wide variety of treatment and in many educational settings. The personal and educational qualifications are presented. Included is a list of schools recognized by the National Association for Music Therapy.

Cost: Free

Readability Level: 12.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	132	29	5	1	11.7
2	111	36	9	2	13.8

Subject: Home Economics Careers

Title: Home Economics Careers

Computer Number: 72

Date of Publication: Unknown

Publisher: American Home Economics Association

Suggested Curricular Implementation: Unit Study of Careers

Careers in nutrition, design, research, media, teaching and other areas are introduced. Educational requirements are listed.

Cost: Free

Readability Level: 13.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	27	7	1	12.1
2	111	35	6	2	14.9

Subject: Direct Mail Careers

Title: Your Career as a Direct Mail Copy Writer

Computer Number: 73

Date of Publication: Unknown

Publisher: American Advertising Federation

Suggested Curricular Implementation: Unit Study of Careers

The following questions are answered in this pamphlet:
What is a direct mail copy writer?
Where to start.
What's in the future?
What kind of education and background is needed?
How do you get a beginning job?

Cost:
Free

Readability Level: 12.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	121	32	3	2	15.1
2	105	25	8	5	11.1

Subject: Paleontology Careers

Title: Paleontology in a Nutshell

Computer Number: 74

Date of Publication: Unknown

Publisher: Paleontological Society

Suggested Curricular Implementation: Unit Study of Careers

The what, who, why, where and how questions are all answered about the paleontologist or scientist of past life. Salaries and job opportunities are also mentioned.

Cost: Free - 1 to 3 copies
More copies - 10¢ each

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	114	41	9	1	15.9
2	110	32	11	4	12.4

Subject: Computer Careers in Direct Mail

Title: Your Computer Career in Direct Mail

Computer Number: 75

Date of Publication: Unknown

Publisher: Direct Mail/Marketing Association, Inc.

Suggested Curricular Implementation: Unit Study of Careers

The role of computer machine operators, programmers and system designers are presented as they relate to direct mail. Educational requirements are mentioned and where to go for more information is included.

Cost: Free

Readability Level: 12.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	27	8	1	11.7
2	100	30	6	2	13.6

Subject: Industrial Direct Mail

Title: Seven Reasons Why You Should Consider a Career In Industrial Direct Mail

Computer Number: 76
Date of Publication: March, 1970

Publisher: Direct Mail/Marketing Association, Inc.

Suggested Curricular Implementation: Unit Study of Careers

A man in industrial direct mail for 24 years gives seven reasons for entering this career in advertising.

Cost: Free

Readability Level: 12.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	29	5	3	13.6
2	100	27	6	6	12.4

Subject: Construction Work

Title: Construction A Man's Work

Computer Number: 77

Date of Publication: Unknown

Publisher: Associated General Contractors of America

Suggested Curricular Implementation: Unit Study of Careers

This booklet outlines a career in the world of construction. It tells what kind of person has success in the field and lists the categories of construction that are available. It also gives the education and training requirements.

Cost: Free

Readability Level: 14.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	115	31	2	1	16.1
2	110	23	4	7	11.6

Subject: Careers in Direct Mail

Title: Your Career in Direct Mail

Computer Number: 78
Date of Publication: 1972

Publisher: Direct Mail/Marketing Association, Inc.

Suggested Curricular Implementation: Unit Study of Careers

Direct mail and what career opportunities are available in that area are defined. Salary scales are discussed and ways to begin and advance in this profession are explained.

Cost: Free

Readability Level: 12.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	24	4	10	12.4
2	100	34	10	21	14.5
3	100	22	8	30	10.5

Subject: Draftsman

Title: Can I Be A Draftsman?

Computer Number: 79

Date of Publication: 1973

Publisher: General Motors Corporation

Suggested Curricular Implementation: Unit Study of Careers

This booklet defines the career of drafting and the different jobs available in this area. It shows some sample drafting layouts and explains them. It tells how a person may become a draftsman and the educational background that is needed.

Cost: Free

Readability Level: 12.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	112	33	8	5	12.8
2	103	27	4	10	13.1
3	139	27	5	15	11.0

Subject: Anthropologists

Title: American Association of Physical Anthropologists

Computer Number: 80

Date of Publication: 1974

Publisher: American Association of Physical Anthropologists

Suggested Curricular Implementation: Unit Study of Careers

The job of the physical anthropologist and their interest is described in this pamphlet. It describes the personality characteristics, special aptitudes and attitudes needed to be successful in this profession. The educational preparation needs and salary levels are included in this pamphlet.

Cost:

Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	105	47	5	2	16.1
2	104	50	6	4	16.1

Subject: Careers as a Technician

Title: Can I Be a Technician?

Computer Number: 81

Date of Publication: 1973

Publisher: General Motors Corporation

Suggested Curricular Implementation: Unit Study of Careers

The term technician and the duties of a technician are explained in this booklet. It gives some of the two year programs available in technician training.

Cost: Free

Readability Level: 10.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	111	23	5	4	11.0
2	119	20	5	8	10.0
3	108	16	3	13	10.5

Subject: Careers in Respiratory Therapy

Title: Respiratory Therapy

Computer Number: 82

Date of Publication: Unknown

Publisher: American Association for Respiratory Therapy

Suggested Curricular Implementation: Unit Study of Careers

Respiratory therapy is defined and some of the jobs and duties of persons in this profession are presented. It names jobs in related areas to respiratory therapy along with the educational requirements for each.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	48	6	3	16.1
2	103	36	4	6	16.1
3	100	41	5	9	16.1

Subject: Careers in Engineering

Title: Can I Be An Engineer?

Computer Number: 83

Date of Publication: 1972

Publisher: General Motors Corporation

Suggested Curricular Implementation: Unit Study of Careers

This booklet gives a historical background on engineering and tells what an engineer is. It gives a short outline of what an engineer does and the fields he may go into as a career. An engineer's role in the future and how he should prepare for a career in this field is presented.

Cost: Free

Readability Level: 12.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	32	5	6	15.0
2	109	24	5	12	11.4
3	108	25	6	18	11.3

Subject: Careers in Surgery

Title: Modern Surgery

Computer Number: 84

Date of Publication: 1973

Publisher: The American College of Surgeons

Suggested Curricular Implementation: Unit Study of Careers

The scope of surgery and the specialties in the surgery field are discussed in this booklet. Lists of opportunites for employment in different related areas are given. Physical and educational requirements are given.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	119	61	6	8	16.1
2	108	40	4	16	16.1
3	112	39	3	24	16.1

Subject: Physicist

Title: Should You Be a Physicist?

Computer Number: 85

Date of Publication: 1968

Publisher: Career Information Service
New York Life Insurance Company

Suggested Curricular Implementation: Unit Study of Careers

This booklet gives a short historical review of physics and the challenges that are ahead for someone who decides upon a career in this field. It discusses the wide range of career opportunities available in the physics area.

Cost:
Free

Readability Level: 10.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	18	5	3	9.7
2	109	25	7	7	11.1

Subject: Careers in Agriculture

Title: There's a New Challenge in Agriculture

Computer Number: 86

Date of Publication: Unknown

Publisher: American Farm Bureau Federation

Suggested Curricular Implementation: Unit Study of Careers

An analysis of the employment opportunites in the field of agriculture and related areas is covered in this leaflet. It lists the opportunities available and the educational requirements in different areas. A list of recommended schools are included.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	32	3	1	16.1
2	112	44	6	3	16.1

Subject: Careers in Forestry

Title: So You Want To Be A Forester?

Computer Number: 87

Date of Publication: Unknown

Publisher: American Forestry Association

Suggested Curricular Implementation: Unit Study of Careers

The booklet details the job of a forester and the many related areas of employment. Educational requirements needed in forestry plus the many opportunities for employment are explored.

Cost:
Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	11	7	1	7.1
2	108	38	3	8	16.1
3	137	55	6	15	16.1

Subject: Civil Engineers

Title: Is Civil Engineering For You?

Computer Number: 88

Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

The individual traits of a good engineer are described in this brochure. It gives details on types of jobs engineers do and the education that is needed.

Cost:
Free

Readability Level: 13.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	114	22	7	3	9.8
2	107	29	5	8	12.8
3	101	42	7	13	16.1

Subject: Advertising Careers

Title: Jobs in Advertising

Computer Number: 89
Date of Publication: Unknown

Publisher: American Advertising Federation

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet defines advertising and tells what it offers in the way of careers. It gives qualifications needed for the job and lists further reading sources.

Cost: 1 copy - Free
More than 1 copy - 15¢ each

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	31	5	1	13.4
2	110	46	5	5	16.1

Subject: Pediatrics Careers

Title: A Career in Pediatrics

Computer Number: 90

Date of Publication: Unknown

Publisher: American Academy of Pediatrics

Suggested Curricular Implementation: Unit Study of Careers

A description of the field of pediactrics, a list of the satisfactions and rewards of working in this area and the career opportunities are all included in this pamphlet. It also mentions the training and education needed to pursue this career.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	43	5	3	16.1
2	116	32	7	8	12.8
3	105	40	4	13	16.1

Subject: Advertising

Title: Questions and Answers About Advertising

Computer Number: 91

Date of Publication: Unknown

Publisher: American Advertising Federation

Suggested Curricular Implementation: Unit Study of Careers

This leaflet provides a question and answer format for those interested in advertising in such areas as how the public benefits from advertising services and who advertising helps.

Cost: Free

Readability Level: 13.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	122	33	6	2	12.7
2	123	38	7	4	14.2

Subject: Rehabilitation of Adults with Cystic Fibrosis

Title: Vocational Rehabilitation

Computer Number: 92

Date of Publication: 1972

Publisher: National Cystic Fibrosis Research Foundation

Suggested Curricular Implementation: Unit Study of Careers

Vocational rehabilitation is defined and how it can help young adults with cystic fibrosis is explained. Detailed information is given on cystic fibrosis and what is being done to help individuals afflicted with the disease to acquire normal employment is outlined.

Cost:
Free

Readability Level: 14.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	29	3	2	15.3
2	105	30	7	4	12.9

Subject: Accountants

Title: What's It Like To Be An Accountant?

Computer Number: 93

Date of Publication: 1970

Publisher: American Institute of Certified Public Accountants

Suggested Curricular Implementation: Unit Study of Careers

Details in the career of an accountant, what one does, advancement possibilities, and the advantages and disadvantages of choosing this career are in this booklet. It discusses the educational needs of an accountant and the salary possibilities of the job.

Cost: Free

Readability Level: 9.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	18	7	2	9.1
2	122	13	4	10	8.8
3	102	27	8	18	11.7

Subject: Pathology

Title: Pathology

Computer Number: 94

Date of Publication: January, 1973

Publisher: Intersociety Committee on Pathology Information

Suggested Curricular Implementation: Unit Study of Careers

This booklet tells what pathology is and how it serves in patient care. It gives the requirements needed to become a pathologist and describes the role of a pathologist as a teacher and in research. A list of the opportunities in pathology is given as well as sources for further information.

Cost: Single copies - Free
Additional copies - 25¢ each

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent.	Pg.#	Level
1	120	41	5	5	16.1
2	104	47	5	10	16.1
3	100	45	5	15	16.1

Subject: Roadbuilding as a Career

Title: Careers in Roadbuilding

Computer Number: 95

Date of Publication: Unknown

Publisher: American Road Builders Association

Suggested Curricular Implementation: Unit Study of Careers

Careers available in the field of road building are discussed. Definitions of each type of engineering job needed in road-building is outlined. A salary schedule is included.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	32	5	4	14.2
2	114	61	2	7	16.1

Subject: Junior Engineering Program

Title: The JETS Program

Computer Number: 96

Date of Publication: Unknown

Publisher: The Junior Engineering Technical Society
United Engineering Center

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet is a description of the Junior Engineering Technical Society or JETS program. It tells who is eligible to join the organizati n and gives the programs and activities and the benefits of joining the organization.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	128	60	7	1	16.1
2	108	37	9	3	14.8

Subject: Civil Engineering

Title: Careers in Civil Engineering

Computer Number: 97

Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

What things a highway engineer is expected to do and is capable of performing is included in this brochure. It tells how the highway engineer was fundamental in opening up Alaska.

Cost: Free

Readability Level: 14.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	35	5	1	16.0
2	134	32	4	2	13.3

Subject: Why Should A Student Stay In School

Title: The High Cost of Dropping Out

Computer Number: 98

Date of Publication: August, 1974

Publisher: U. S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers or by Guidance Counsellors

This pamphlet is written to speak to those who are considering dropping out of school. It describes the world of the drop out and what the future is like. It shows how much better opportunities are for those with a high school diploma.

Cost: Free

Readability Level: 6.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	2	12	2	4.0
2	110	17	8	6	8.3

Subject: Careers in Botany

Title: Botany As A Profession

Computer Number: 99

Date of Publication: Unknown

Publisher: Botanical Society of America

Suggested Curricular Implementation: Unit Study of Careers

Botany is defined and the various careers available in this field are explained. The role of the botanist in solving problems of today and tomorrow are stressed. Places of employment and training requirements are also included.

Cost: 1 to 3 copies - Free
Additional copies - 25¢ each

Readability Level:

16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	120	39	6	3	15.0
2	115	42	4	9	16.1
3	112	38	5	14	16.1

Subject: Air Force Education

Title: An Education

Computer Number: 100

Date of Publication: 1974

Publisher: U. S. Air Force Recruiting Service Directorate of Advertising

Suggested Curricular Implementation: Unit Study of Careers

This leaflet discusses how the Air Force can aid in obtaining an education. It gives details on many possible career opportunities that be obtained while in the Air Force.

Cost: Free

Readability Level: 11.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	117	32	4	2	14.0
2	100	18	8	4	9.2

Subject: Medical Record Administrator

Title: Medical Record Administrator

Computer Number: 101

Date of Publication: Unknown

Publisher: American Medical Record Association

Suggested Curricular Implementation: Unit Study of Careers

The role of a medical record administrator is discussed. It tells who benefits from their services and gives the requirements in background and training plus the job opportunities that are available.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	124	48	5	1	16.1
2	109	46	5	3	16.1

Subject: Civil Engineering

Title: The Civil Engineer

Computer Number: 102

Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

The civil engineer's job is to help eliminate or reduce the destructive powers of nature. This pamphlet describes the job of a civil engineer and the responsibilities he has to the community he serves. It tells some of the things that must be done to prepare for this career.

Cost: Free

Readability Level: 15.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	36	6	1	16.1
2	111	34	5	2	14.8

Subject: Carreers in Construction Engineering

Title: Careers in Civil Engineering
The Construction Engineer

Computer Number: 103

Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

The function of the civil engineer is to plan and design. The construction engineer then takes over and builds those things. This leaflet stresses how much the construction engineer has provided things that have bettered mankind.

Cost: Free

Readability Level: 15.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	123	33	7	1	12.5
2	111	42	5	2	16.1

Subject: Careers in Air Conditioning and Refrigeration

Title: Career's Unlimited in Air Conditioning and Refrigeration

Computer Number: 104

Date of Publication: October, 1974

Publisher: American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet gives advice on what a person should consider when choosing a career. Then it describes a career in air-conditioning and refrigeration. It lists the job opportunities in the field and the training that is required.

Cost: Free

Readability Level: 13.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	32	6	4	14.1
2	108	38	5	8	16.1
3	100	23	5	12	11.5

Subject: Environmental Engineering

Title: Careers in Civil Engineering
The Construction Engineer
Computer Number: 105

Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

The role of the environmental engineer is to improve the community's well being and help to eliminate pollution.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	126	45	6	1	16.1
2	101	22	4	2	11.7

Subject: Computer Careers

Title: Facts on Computer Careers

Computer Number: 106

Date of Publication: Unknown

Publisher: Better Business Bureaus, Inc.

Request from: American Federation of Information Processing Societies

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet gives a brief look at the world of computers and an analysis of qualities necessary to be successful in working with computers. It lists and details the type of jobs associated with computers. Salary schedules and required training are included.

Cost: Free

Readability Level: 15.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	32	7	5	13.0
2	113	46	5	10	16.1
3	126	42	9	15	14.6

Subject: Water Resources Engineer

Title: Careers in Civil Engineering
The Water Resources Engineer

Computer Number: 107
Date of Publication: Unknown

Publisher: American Society of Civil Engineers

Suggested Curricular Implementation: Unit Study of Careers

The job of the water resource engineer is to assure an adequate supply of water and efficient distribution of it to where it is needed. This leaflet discusses the engineer's role in the California Water Project.

Cost:
Free

Readability Level: 14.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	110	41	6	1	16.1
2	120	31	7	2	12.1

Subject: Repairman or Mechanic Trade

Title: Your Job as a Repairman or Mechanic

Computer Number: 108

Date of Publication: 1974

Publisher: U. S. Department of Labor

Suggested Curricular Implementation: Unit Study of Careers

This leaflet tells about the role of a repairman or mechanic. It lists the excellent job prospects in this field. What they do, where they receive their training, where they work and what the job has to offer is also included.

Cost: Free

Readability Level: 12.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	35	7	1	14.4
2	113	25	6	2	11.1

Subject: Traffic Engineers

Title: A Career in Traffic Engineering

Computer Number: 109

Date of Publication: Unknown

Publisher: Institute of Traffic Engineers

Suggested Curricular Implementation: Unit Study of Careers

A history of traffic engineering is written in this pamphlet. The duties of this profession are described along with the employment opportunities and education requirements. Suggested colleges throughout the world are listed.

Cost: Free

Readability Level: 15.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	126	33	5	6	12.9
2	102	33	4	12	15.9
3	107	38	5	18	16.1

Subject: Construction Workers

Title: The Outdoors and Your Career

Computer Number: 110

Date of Publication: 1974

Publisher: U. S. Department of Labor
Bureau of Labor Statistics

Suggested Curricular Implementation: Unit Study of Careers

Outdoor jobs differ from other types of occupation. Many types of outdoor jobs are discussed and a little about the training needed for them is mentioned. The learlet points out the disadvantages of a job in this area.

Cost: Free

Readability Level: 11.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	121	29	6	1	11.8
2	122	22	5	2	10.3

Subject: Foreign Languages in a Career

Title: Foreign Languages and Your Career

Computer Number: 111

Date of Publication: Unknown

Publisher: U. S. Department of Labor
Bureau of Labor Statistics

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet discusses how foreign languages may be used in a career in areas such as, the foreign service, a position with an overseas branch of an American business firm, in the Armed Forces, at a foreign university or as an interpreter or teacher. It gives details on how to go about using a foreign language in a career.

Cost: Free

Readability Level: 11.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	117	27	6	1	11.5
2	101	20	5	5	10.5

Subject: Math and Your Career

Title: Math and Your Career

Computer Number: 112

Date of Publication: 1974

Publisher: U. S. Department of Labor
Bureau of Labor Statistics

Suggested Curricular Implementation: Unit Study of Careers

This leaflet discusses the varying needs for mathematical training for different occupations and how it can effect your career training. Lists of places where more information can be obtained on certain jobs are included.

Cost: Free

Readability Level: 10.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	120	24	6	1	10.5
2	125	26	6	2	10.9

Subject: Repairman or Mechanic

Title: Your Job as a Repairman or Mechanic

Computer Number: 113

Date of Publication: 1974

Publisher: U.S. Department of Labor
Bureau of Labor Statistics

Suggested Curricular Implementation: Unit Study of Careers

Job prospects are on the increase around the country for this type of worker. The aptitude and training needed are included in this pamphlet.

Cost: Free

Readability Level: 11.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	29	8	2	12.4
2	103	25	6	7	11.5

Subject: Agribusiness

Title: Look to Your Future in a Growing Industry Agribusiness! The Formula Feed Industry

Computer Number: 114
Date of Publication: 1972

Publisher: American Feed Manufacturers Assn. Inc.

Suggested Curricular Implementation: Unit Study of Careers

A synopsis of a career in the feed industry is presented in this leaflet. It discusses the areas of employment in management, scientific research, sales, communication, and engineering as they relate to the food industry.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	119	41	6	7	16.0
2	117	40	4	14	16.1
3	103	21	6	21	10.2

Subject: Science and your career.

Title: Science and Your Career

Computer Number: 115

Date of Publication: 1974

Publisher: U.S. Department of Labor
Bureau of Labor Statistics

Suggested Curricular Implementation: Unit Study of Careers

The leaflet describes how science can be applied in choosing a career. It lists occupations in which science is part of the job and where to write for further information on specific occupations.

Cost: Free

Readability Level: 10.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	130	26	6	1	10.7
2	116	24	6	4	10.7

Subject: Air Force Women

Title: Two Steps to Tomorrow...

Computer Number: 116

Date of Publication: 1974

Publisher: U. S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

The career possibilities for women in the Air Force is discussed. Basic training is described. After basic training the girl heads toward a long list of possible professions. Salary possibilities and educational benefits are listed.

Cost: Free

Readability Level:

10.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	21	7	7	10.0
2	103	14	5	14	8.7
3	122	26	5	21	11.2

Subject: Fisheries Science

Title: Fisheries as a Profession

Computer Number: 117

Date of Publication: Unknown

Publisher: American Fisheries Society

Suggested Curricular Implementation: Unit Study of Careers

This leaflet discusses the important role of fisheries and why it is a great and vital resource to America. It lists many employment opportunities in this field. It also gives personal and educational requirements, salaries and benefits.

Cost: Single copies - Free
Additional copies - 5¢ each

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	106	43	4	3	16.1
2	118	48	6	6	16.1

Subject: Air Force Careers

Title: Community College of the Air Force

Computer Number: 118

Date of Publication: 1974

Publisher: U.S. Air Force Recruiting Service Directorate of Advertising -- U.S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

Career possibilities in the Air Force in a college setting are discussed. It gives a list of the colleges, curricula and accreditations offered. It provides a question and answer section about the colleges.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	111	35	7	4	14.4
2	101	39	4	8	16.1
3	105	37	7	12	15.7

Subject: A Career in Science

Title: Can I Be a Scientist?

Computer Number: 119

Date of Publication: 1972

Publisher: General Motors Corporation

Suggested Curricular Implementation: Unit Study of Careers

This booklet gives a brief historical background of science. It discusses what a scientist is and what he does. Some of the basic fields of science are listed with related areas of employment. How to prepare to become a scientist is explained.

Cost: Free

Readability Level: 14.4

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	33	7	5	13.8
2	108	45	6	10	16.1
3	111	24	6	15	11.1

Subject: Women's Army Corps

Title: After High School
A Bright Future

Computer Number: 120
Date of Publication: 1972

Publisher: U. S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

Career possibilities in the Women's Army Corp. is the subject of this pamphlet. It states that the Army will train women for a number of different jobs. Included is a list of schools to choose from for career advancement.

Cost: Free

Readability Level: 10.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	124	37	10	1	12.9
2	100	15	7	2	8.3

Subject: Self-evaluation

Title: Can I Get The Job?

Computer Number: 121

Date of Publication: 1973

Publisher: General Motors Corporation

Suggested Curricular Implementation: Unit Study of Careers

This is a booklet to help evaluate interests and job potentials. It gives advice on how to evaluate yourself and find out your interests. It gives insight into what employers look for in people they hire. Advice on interviews and interview follow-ups are given.

Cost: Free

Readability Level: 10.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	110	13	5	1	8.2
2	116	26	4	9	12.0
3	123	31	6	17	12.2

Subject: Careers in Physiology

Title: Careers in Physiology

Computer Number: 122

Date of Publication: Unknown

Publisher: American Physiological Society

Suggested Curricular Implementation: Unit Study of Careers

This booklet discusses the meaning of physiology and gives a brief analysis of the past, present and future of physiology. Details of the preparation needed for a career in physiology is given. The areas of specialization is also given.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	116	40	7	8	15.5
2	121	47	5	16	16.1
3	101	39	6	22	16.1

Subject: Finishing School

Title: Wouldn't It Be the Smart Thing For You to Stay in School?

Computer Number: 123
Date of Publication: June, 1974

Publisher: U.S. Government Printing Office

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet is designed to encourage young people to finish high school. It presents two points of view, dropping out of school or staying in and getting a diploma. It shows the results of both.

Cost:
Free

Readability Level: 4.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	108	2	14	2	4.0
2	113	6	7	5	5.4

Subject: Shorthand Reporting

Title: Shorthand Reporting as a Career

Computer Number: 124

Date of Publication: 1973

Publisher: National Shorthand Reporters Association

Suggested Curricular Implementation: Unit Study of Careers

This booklet describes a career as a shorthand reporter. It gives the historical background and present employment opportunities. The expected earnings, qualifications and training needed are included.

Cost: Free

Readability Level: 10.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	26	7	6	11.6
2	116	23	6	12	10.4
3	100	19	4	19	10.7

Subject: Pathologist

Title: Should you be a Pathologist?

Computer Number: 125

Date of Publication: Unknown

Publisher: Intersociety Committee on Pathology Information, Inc.

Suggested Curricular Implementation: Unit Study of Careers

The pathologist and his vital job are described in this pamphlet. His rold in assisting the doctor, in the hospital or in a research laboratory is given. Educational requirements and salaries are included.

Cost: Free

Readability Level: 12.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	112	31	6	2	13.0
2	100	27	7	4	12.1

Subject: Careers in Psychology

Title: A Career in Psychology

Computer Number: 126

Date of Publication: 1970

Publisher: American Psychological Association

Suggested Curricular Implementation: Unit Study of Careers

This booklet reviews the meaning of psychology and explains the job of a psychologist. It lists and discusses the different types of psychologists and gives the educational background needed. A list of schools that are accredited in each area is also given.

Cost:
Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	139	55	3	4	16.1
2	111	46	3	8	16.1
3	117	48	4	12	16.1

Subject: Copywriter - Advertising

Title: The Copywriter

Computer Number: 127

Date of Publication: Unknown

Publisher: American Advertising Federation

Suggested Curricular Implementation: Unit Study of Careers

This leaflet defines the profession called a copywriter. It tells what the job of a copy entails. The educational needs and requirements is given and the opportunities if this field are explained.

Cost: Free

Readability Level: 13.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	101	21	5	1	10.8
2	100	39	6	2	16.1

Subject: Hospital Related Careers

Title: AHA Health Careers Series 1 to 10

Computer Number: 128

Date of Publication: 1972

Publisher: American Hospital Association

Suggested Curricular Implementation: Unit Study of Careers

Each of ten different positions is described with its job responsibilities. Pay schedules, training and education needed for each position is explained.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	119	42	6	3	16.1
2	123	35	4	6	14.7
3	103	38	4	9	16.1

Subject: Commercial Artist - Advertising

Title: The Commercial Artist

Computer Number: 129

Date of Publication: Unknown

Publisher: American Advertising Federation

Suggested Curricular Implementation: Unit Study of Careers

This leaflet defines the profession called commercial artist, and gives the particulars of the position. It gives the educational and experience requirements. Lists of opportunities available to those who choose this career are also included.

Cost:
Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	41	5	1	16.1
2	102	41	6	2	16.1

Subject: Health Careers

Title: Health Careers - Osteopathic Medicine

Computer Number: 130

Date of Publication: Unknown

Publisher: American Osteopathic Association

Suggested Curricular Implementation: Unit Study of Careers

The role of the osteopathic physician is discussed. The educational requirements needed for this profession is given and a list of accredited schools where the degree may be obtained is given. Licensing procedures and other types of hospital work are included.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	35	5	1	16.1
2	113	29	6	2	12.3

Subject: Careers to Help Visually Handicapped

Title: Seven Careers

Computer Number: 131

Date of Publication: 1974

Publisher: American Foundation for the Blind

Suggested Curricular Implementation: Unit Study of Careers

Seven careers associated with helping the blind or visually handicapped are described. These careers are: teacher, orientation and mobility instructor, rehabilitation teacher, counselor, social worker, therapeutic recreation worker and occupational therapist.

Cost: Free

Readability Level: 14.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	139	32	5	5	12.3
2	125	32	5	10	12.9
3	119	41	4	15	16.1

Subject: Doctor of Osteopathic Medicine

Title: What is a D.O.? What is an M.D.?

Computer Number: 132

Date of Publication: Unknown

Publisher: American Osteopathic Association

Suggested Curricular Implementation: Unit Study of Careers

This editorial leaflet describes the likenesses and the differences between a doctor of medicine and a doctor of osteopathic medicine. Names and addresses of the seven colleges of osteopathic medicine in the United States is listed.

Cost: Free

Readability Level: 15.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	43	5	2	16.1
2	102	26	5	4	12.1

Subject: Agricultural Engineering

Title: Agricultural Engineering and You

Computer Number: 133

Date of Publication: Unknown

Publisher: American Society of Agricultural Engineers

Suggested Curricular Implementation: Unit Study of Careers

The profession of agricultural engineering and what the job expectations are is described in this pamphlet. It lists the kinds of employment available and the job responsibilities. How to prepare for the career is also included.

Cost: Free

Readability Level: 11.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	21	4	1	11.3
2	110	34	6	5	14.2
3	100	21	6	9	10.5

Subject: Secretary

Title: Don't Forget the Private Business School

Computer Number: 134

Date of Publication: 1971

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

Reasons for attending business school for further education and a background of what is needed to become a good secretary is included in this pamphlet. Names of some institutions are given and some of the programs available are described.

Cost: Free

Readability Level: 11.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	122	20	7	1	9.0
2	102	35	6	2	15.5

Subject: Engineering Careers

Title: Career Guidance ... Agricultural Engineering

Computer Number: 135

Date of Publication: 1973

Publisher: American Society of Agricultural Engineers

Suggested Curricular Implementation: Unit Study of Careers

These are career guidance pamphlets that point out the need for women in engineering. They also discuss food engineering, agricultural engineering and electrical engineering. They point out what qualifications a potential engineer must have. Some of the things engineering does to help mankind are also mentioned.

Cost: Free

Readability Level: 15.6

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	102	40	7	3	16.1
2	110	41	7	9	16.1
3	111	30	6	15	12.6

Subject: Career As A Secretary

Title: Don't Overlook the Business College

Computer Number: 136

Date of Publication: Unknown

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet stresses the importance of furthering education in the business field to obtain desired secretarial positions. This is a survey article written by a high school educator on how to best help students make proper and beneficial decisions.

Cost:

Free

Readability Level: 8.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	104	14	5	2	8.4
2	108	16	5	4	9.1

Subject: Accounting Careers

Title: Accounting For Your Future

Computer Number: 137

Date of Publication: 1971

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

A brief historical background of accounting and a description of the present needs of the profession are discussed in this booklet. It tells about the role of the accountant in the business world and lists the many opportunites available in this field for both men and women.

Cost: Free

Readability Level: 15.9

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	101	38	9	6	16.1
2	105	38	5	14	16.1
3	101	31	6	21	14.1

Subject: Medical Secretary Career

Title: Your Career as a Medical Secretary

Computer Number: 138

Date of Publication: Unknown

Publisher: Association of Independent Colleges and Schools

Suggested Curricular Implementation: Unit Study of Careers

This leaflet defines the role of a medical secretary and her functions as she assists the doctor. It lists places of employment for medical secretaries and salaries available. The educational requirements for this position and recommended schools are also included.

Cost:
Free

Readability Level: 13.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	103	37	9	1	15.6
2	101	26	6	2	11.5

Subject: Secretaries

Title: There'll Never Be Enough Secretaries

Computer Number: 179

Date of Publication: 1969

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

There is a growing need for secretaries. Their job requirements and their salaries are discussed in this leaflet. It gives the skills and training needed to be successful in a secretarial career.

Cost: Free

Readability Level: 10.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	109	24	7	1	10.8
2	115	21	5	2	10.2

Subject: Vocational Schools

Title: The Job 's the Thing

Computer Number: 140

Date of Publication: 1968

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

This leaflet is a report on the desires and needs of students attending vocational schools. It deals with proprietary schools, why students choose them over other available schools and the qualifications of the instructors at proprietary schools.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	115	27	5	1	11.8
2	105	33	3	2	16.1

Subject: Career as a Legal Secretary

Title: Your Career as a Legal Secretary

Computer Number: 141

Date of Publication: Unknown

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

A legal secretary is an assistant to a lawyer. The skills of typing, dictation and bookkeeping are needed. This leaflet gives all the details on what a person should do if they are considering this occupation.

Cost: Free

Readability Level: 13.3

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	127	38	8	1	13.4
2	102	29	5	3	13.1

Subject: Vocational Schools

Title: Schools that Teach Jobs

Computer Number: 142

Date of Publication: March, 1970

Publisher: Changing Times

Request from: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

This leaflet is an analysis of the educational role of vocational schools. It discusses how the schools are set up, the financial help that is available, how to choose the right school to meet your needs and what happens to the students when they graduate.

Cost: Free

Readability Level: 14.0

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	33	4	1	16.1
2	124	37	6	3	12.2

Subject: Career as a Secretary

Title: What It Takes To Be a Secretary

Computer Number: 143

Date of Publication: Unknown

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

Secretarial work is the number one women's office job. It requires the technical skills of shorthand and typing. This pamphlet gives advice on how to apply for a job, what the job entails and what it takes to be an outstanding secretary.

Cost:
Free

Readability Level: 9.8

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	136	20	7	2	9.8
2	111	22	5	4	10.7

Subject: Careers in Music

Title: Career Opportunities in Music

Computer Number: 144

Date of Publication: 1966

Publisher: American Music Conference

Suggested Curricular Implementation: Unit Study of Careers

This book is a complete description of careers related to music. Each section describes a different career and all the things that the particular career entails. It gives a list of salaries available plus a bibliography of where more information can be obtained on each career.

Cost: Free

Readability Level: 13.7

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	105	39	6	10	16.1
2	119	28	4	20	12.6
3	122	29	6	30	11.8
4	120	30	5	40	12.5
5	103	44	6	51	16.1
6	100	32	4	61	15.8
7	102	22	5	71	11.2
8	108	27	7	81	11.6

Subject: Overseas Secretary

Title: Overseas Secretary

Computer Number: 145

Date of Publication: Unknown

Publisher: United Business Schools Association

Suggested Curricular Implementation: Unit Study of Careers

This brochure emphasizes the excitement and glamour of a job as an overseas secretary working in government service. It gives agencies and their requirements for a position.

Cost:

Free

Readability Level: 15.5

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	112	45	3	2	16.1
2	109	22	5	4	10.7

Subject: Careers in Credit

Title: Your Future - Careers in Consumer Credit

Computer Number: 146

Date of Publication: 1973

Publisher: National Consumer Finance Association

Suggested Curricular Implementation: Unit Study of Careers

This booklet list many careers for people in consumer credit. It tells what education and training is needed. It also gives many opportunities and rewards associated with this profession.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	107	35	6	7	15.2
2	122	45	5	13	16.1
3	122	48	7	19	16.1

Subject: Careers in Business Economics

Title: Business Economics Careers

Computer Number: 147

Date of Publication: September 1974

Publisher: National Association of Business Economists

Suggested Curricular Implementation: Unit Study of Careers

Business economics as a profession is described. An analysis of all forms of jobs associated with economics if given. The required education needed to become a business economist and a bibliography to obtain additional information is also included in this booklet.

Cost:
Free - single copies
30¢ each - additional copies

Readability Level: 12.2

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	110	25	6	9	11.3
2	118	25	4	19	11.8
3	129	36	5	29	14.0

Subject: Careers in Aerospace Medicine

Title: Careers in Aerospace Medicine and Life Sciences

Computer Number: 148

Date of Publication: Unknown

Publisher: The Aerospace Medical Association

Suggested Curricular Implementation: Unit Study of Careers

This pamphlet discusses the present needs of aerospace medicine and what the job is like for an individual in that field. It lists the fields of aerospace medicine and life sciences. It also gives training requirements in each area.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	130	42	4	3	16.1
2	120	39	4	7	16.1
3	146	56	4	11	16.1

Subject: Pharmacology

Title: This is the Profession of Pharmacology

Computer Number: 149

Date of Publication: Unknown

Publisher: American Society for Pharmacology and Experimental Therapeutics

Suggested Curricular Implementation: Unit Study of Careers

This booklet defines pharmacology and gives a brief history of the profession. It gives detailed information and the careers associated with pharmacology and the educational requirements of each.

Cost: Free

Readability Level: 16.1

No.	No./Words	No.D/L	No. Sent	Pg.#	Level
1	100	34	8	7	14.9
2	104	39	8	12	16.1
3	110	50	4	18	16.1